



*Parsons' College*  
*Business*

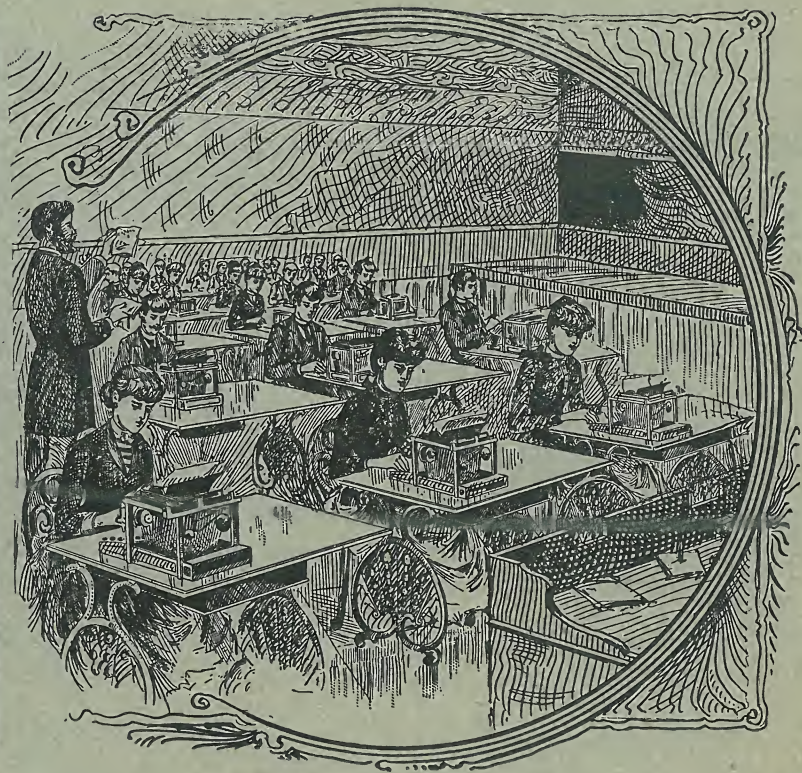
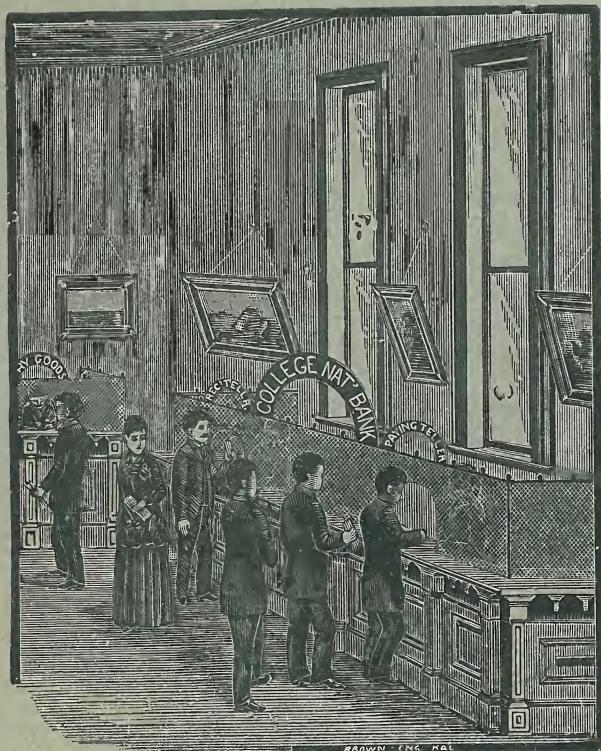
ESTABLISHED 1869

Located at  
Kalamazoo, Michigan.

*W. J. Parsons*  
PRESIDENT.

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WILLARD LIBRARY  
BATTLE CREEK, MICHIGAN





CATALOGUE,

PARSONS'  
*Business College*

—AND—  
SHORTHAND INSTITUTE.

KALAMAZOO, MICHIGAN.

Branches at Jackson and Alpena, Mich., and Duluth, Minn.

*W. F. Parsons*

President, and Author, Parsons' Bookkeeping, Penmanship, Business and Social Forms.

GARRIE PARSONS, Principal Shorthand Department and Author Parsons' Shorthand Manual.





A PART OF OUR SHORTHAND CLASS.

## What We Teach and How.

AFTER thirty years' experience in business college work in this city, we do not hesitate to announce to the public that we are prepared to offer young men and women better facilities for obtaining a thorough business education than we ever had. Our graduates are filling positions in all the large cities in the United States.

Since erecting our new building, we no longer suffer the inconvenience of climbing long flights of stairs in business blocks. Our new college building is arranged especially for our college work, and has all modern improvements for giving pupils a thorough business education. We keep abreast of the times and are constantly adding new features to the course.

Our location, only two blocks from the business center, on one of the finest resident corners on Main street, makes it more desirable than in the business center where there is everything to attract the attention of the pupil from his studies.

Our rooms are large, with good ventilation and plenty of light. The surroundings outside of the college are pleasant and attractive. There is not a more desirable residence city in the West; a good railroad center, and manufacturing interests fully equal to any city of its size. The educational advantages are certainly superior to most places. The city library is free to all students who wish to read the papers or take books from the library; also the Y. M. C. A. reading rooms are free.

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### Our Business Course

Is especially adapted to the needs of young and middle-aged men who wish to prepare for the active duties of life, whether as book keepers, salesmen, merchants, bankers, professional men, or even farmers or mechanics. It combines

### Theory and Practice

In a manner to make each a powerful help to the other, and gives to the pupil a thoroughness and rapidity of improvement which can be gained by no other system. We have consulted the needs of the great masses, and arranged our course accordingly. Theory and practice, properly combined, constitute the only course of business training that can be relied upon. By thoroughly mastering both branches, the student is fitted to enter at once upon the duties of a book-keeper or accountant with skill and confidence.



### **Department of Actual Business.**

Here the student becomes *an actual book-keeper*, dealing with bona fide transactions, handling money, having the same duties and responsibilities resting upon him as are actually used in the counting-room.

### **Business Operations With Other Colleges**

Consist in buying and selling groceries, produce, hardware, dry goods, etc., for cash, notes, drafts, orders, or on credit. He imports and exports merchandise of all kinds; ships and receives consignments of goods, to be sold on commission or joint account; procures insurance; buys and sells real estate, mining stocks, bank stocks, etc.; corresponds with other business firms; makes his deposits, keeps a regular bank account, giving and receiving checks, certificates of deposit, etc.; computes all the calculations connected with his transactions, and organizes a bank.

### **The National and Private Banking Systems Used.**

No difference exists in the way the business is done here or at the banks in the city. The student first familiarizes himself with the true theory of business, then he is placed in a regularly organized bank, where he acts as book-keeper, paying teller, receiving teller, discount clerk, cashier, etc., and learns how to manage a bank, the duty of its officers, and the general principles of managing the same.

### **Manufacturing.**

Books peculiarly adapted to this kind of business, representing the minutiae of these establishments.

### **Jobbing and Importing.**

Books and accounts adapted to this branch according to transactions derived from real business.

### **Steamboating.**

An improved method, popular in lake and river navigation; exhibiting results of each trip and managed scientifically according to double entry principles.

### **Farmers, Mechanics and Professional Men**

having limited business, will find books applicable to their affairs having all the advantages of double entry, and requiring but little writing; together with forms adapted to the business of insurance, real estate, administrators, etc., etc.

### **Forwarding and Commission.**

Labor-saving forms, with auxiliaries, designed to give a practical idea of the best methods of keeping books adapted to this business, with information concerning the customs in this department of trade.

### **A Course of Lectures**

upon subjects pertaining to the business course will be delivered by prominent speakers every winter.

### **Business Correspondence.**

To be able to write a good business letter is a desirable accomplishment for all. In this branch the student has daily practice throughout the entire course. The letters are examined by the teachers and their errors in form, composition and orthography, pointed out and corrected. The general rules and principles of correspondence are explained, including brevity in communication, clearness of expression, choice of words, style of address, use of capitals, punctuation, signing, folding, directing, etc.

### **Commercial Arithmetic.**

This branch has direct reference to the wants of the accountant. It is designed to impart to the student a clear and comprehensive knowledge of the practical application of arithmetic to business. The course will include instructions in common and decimal fractions, percentage, annual, simple and compound interest, partial payments, discount, profit and loss, foreign and domestic exchange, commission and brokerage, insurance, taxes, equation of accounts, storage, custom house business, partnership settlements, etc. The most rapid methods of computation are fully explained.

### **Changing Books to Double Entry.**

Instruction in converting single entry books into double entry, changing stock books to partnership, and partnership to stock.

### **Railroading.**

A systematic method of practical railroad book-keeping. This form illustrates the manner of keeping the accounts of the "construction" and "operating" departments, and of opening, conducting and closing the general stock books, and station business.

### Railway Mail Service.

The College now offers special classes to candidates for Railway Mail Service. Competitors for this service are examined upon eight subjects: Orthography, Penmanship, Copying, Letter Writing, Arithmetic, Geography of the United States, Railway systems of transportation in the United States, and Reading addresses. Salaries range from \$750 to \$1200 a year. The young man who is willing to work and who possesses a common school education and average ability, can prepare for successful examination in twelve weeks.

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## Business Law.

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**Contracts of Sale**—Forms and requisites; absolute and conditional; expressed and implied; rights of vendor and vendee; title, misrepresentation, etc.

**Agency**—Character and duties of agents; rights of principal and agent against each other; mutual duties of principal and agent.

**Corporations**—Different classes; how formed; how dissolved; rights and liabilities as between themselves; rights against and liabilities to third person, etc.

**Partnership**—Nature of; who may become partners; general and special; how formed; how dissolved; duties and rights of partners as between themselves, etc.

**Bills of Exchange**—Foreign and inland; definition; rights and liabilities of drawer, drawee, acceptor, payee, endorser and holder; mode of acceptance; time and manner of presentment; full and blank endorsements; non payment; dishonor; protest; notice, etc.

**Promissory Notes**—General form; negotiability; liabilities under various laws of the several states; consideration; endorsements; rights acquired under transfers; rights and liabilities of maker and endorser; days of grace; presentment, payment, etc.

**Commercial and Legal Paper**—It is of the greatest importance to be able to write up all business papers connected with business transactions such as notes, drafts, bills of exchange, orders, account sales, leases, mortgages, deeds, wills, assignments,—in short, all important papers. The student gets a thorough drill, in this important branch, by his actual business transactions.



## Our Short-hand Department.

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This department is not excelled in this country for thorough and careful instruction in amanuensis work. If pupils will consult their own interests, they will see the advantage of attending an institution which can help them to secure a position when their course is completed.

**Standard Systems Taught**—We do not teach the old methods with no improvements, but have adopted the latest and most advanced ideas of the best reporters in the world.

**In the Old Text Books** the student is burdened with unnecessary rules and exceptions which will not be used in actual practice. We use our own Shorthand Manual, prepared with a view of simplifying the study. This book treats from the beginning of the Reporting Style and gives the shortest and most rapid methods. Our new system of teaching the word-signs and contractions is put in such an attractive form that the memorizing is very simple.

### **Dictation.**

As soon as the first principles are thoroughly mastered, the student begins to write from dictation. A variety of matter is used, embracing bona fide correspondence in railroad, lumber, implement, dry goods, grocery, commission and other lines of business, depositions, court testimony and other legal proceedings.

### **Typewriting.**

The actual speed, the success and salary of the stenographer, is known by the time occupied in transcribing notes on the typewriter. To operate the typewriter with speed and accuracy requires systematic study and practice under a competent teacher. The course embraces the "all finger, piano touch system."

### **Speed for Graduation.**

One hundred and twenty words per minute, transcribing same on typewriter at the rate of fifty words per minute, entitles the student to graduation.

### **Demand for Stenographers.**

Thus far we have not been able to supply the demand for competent stenographers and typewriters to fill good, paying positions. This demand is increasing every day, and will continue so long as the business of the country continues to increase. Business men cannot afford to use their time writing letters with a pen, when letters enough can be dictated to a stenographer, in a few minutes, to keep them busy with a typewriter the balance of the day.

### **Young Men Should Learn Shorthand.**

There is a demand for competent young men to fill good positions as stenographers and book-keepers, work that ladies cannot do. We have not been able to supply the demand thus far.

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## **A Permanent Institution.**

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THE College has been established since 1869, and has become one of the most popular institutions in the country. Young men and women have entered from nearly every State in the Union, and graduates are filling responsible positions in all branches of business.

Our course of studies affords the most ample facilities for the education of young and middle-aged men for the active duties of life. A miniature world of business is in daily operation, in connection with the different colleges of the chain, and the student thus becomes conversant with all the practical workings of the counting-room.

No institution in the country has a better record for thorough work, or has sent out a more competent class of young men and women.

Over 5,000 of our students are filling important positions in all parts of the United States. During the past winter the College has been filled with young men and women who have come here to avail themselves of the superior advantages offered by this institution.

### **Individual Instruction.**

Persons who, through early neglect, are deficient in any of the common branches, will here find the readiest means to supply this want. Each pupil is independent of the other and, unless so desired, no one but the teacher need be



aware of the deficiencies of any person. The scholar will also have the advantage of classes when they can be formed.

Each student advances independently of every other one. None are thus kept back by others more backward or less inclined to hard study.

### **Business Education for Ladies.**

"Why should not our girls and young ladies, as they grow up to be women go into some regular occupation, just as boys do?" is a question that is often asked. There is no good reason why they should not at least have the same preparation for doing something, as well as young men. And what preparation can a young woman have to bring her into harmony with and make her as self-reliant as her brothers, or other young men, unless it be the same daily training that they receive—the familiarizing of herself with the principles and usages of actual business life. If a parent wishes to give a daughter something as a part of her education that would initiate her into the real economies of every day affairs, that something should be a thorough business education.

### **Our Text Books.**

We publish our own text books on Bookkeeping, Penmanship, Business Law, Business and Social Forms and Shorthand. Over fifty thousand of our books have been sold by agents in all parts of the United States and has given the College a national reputation, making a letter of recommendation of some value to the student.

It pays to attend a college that has a reputation. It costs no more for a young man or a young woman to attend a business college that has a reputation and has been established for over thirty years than a cheap school that is not known outside of its own city.

**Business and Ornamental Penmanship**—The advantages for receiving instruction in penmanship at this College are not excelled by any institution in the country.

### **The Total Expense for the Business or Shorthand Course**

For a three months' course, with board at \$2.50 per week, need not exceed \$75, or four months for \$98, or five months for \$117, or six months for \$137. This includes all necessary expense. If a student is extravagant in the use of paper or books it will cost more.



A PART OF THE BUSINESS AND SHORTHAND CLASS.



## Questions Answered.

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*When do your terms begin, and how long are your vacations?* We have a vacation from July 1 to Sept. 1. Students can begin at any time, as each one receives individual instruction.

*When is tuition payable?* Tuition is payable in advance, or by secured note for one-half, running thirty, sixty or ninety days.

*Do you furnish board at the college?* Students board in private families at \$2.50 to \$3.00 per week; or rooms can be rented at reasonable rates, so they can board themselves at a much less expense.

*How long will it take to complete the course?* The time varies according to the ability of the student; generally from three to six months. A good knowledge of single and double entry bookkeeping can be obtained in three months, but to complete the banking, commercial law, commission and actual business practice, will require more time.

*Do you guarantee situations?* No. We hold out no false inducements to secure students, but thus far have not been able to supply the demand for our graduates to fill good, paying situations. It is for our interest to assist worthy students in securing something to do, after completing the course.

*Are books furnished at the college?* We publish our own text books, and can furnish books and stationery at low rates; we do not ask the student to pay for more books than he actually needs.

*What are the expenses for tuition?* A three months' course in the bookkeeping and general business department \$30.00, or a life scholarship good to review at any of our colleges \$50.00. The \$30.00 can apply on a life scholarship, at the end of two months if the pupil wishes to continue.

*What branches are included in the business course?* Double and Single Entry Bookkeeping, Penmanship, Business Law, Commercial Calculations, Letter Writing, Punctuation, Banking, Commission, Jobbing, Importing, Wholesale and Retail Business, making out all kinds of business and legal papers such as notes, drafts, checks, orders, receipts, due bills, account sales, invoices, contracts, deeds, mortgages, discharges, assignments, and leases.

*What will the books cost?* The text books necessary for the business course, including one set of blank books, will cost from \$3.50 to \$7.00. The expense of paper will depend upon how careful the pupil is in the use of it.

*What is the tuition for Shorthand?* The Shorthand and Typewriting for three months will cost \$30.00, Penmanship and Correspondence included, or \$50.00 for a life scholarship good to review at any time.



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## QUESTIONS ANSWERED—Continued.

*What will the books cost for the Shorthand course?* \$4.00.

*What is the tuition for Penmanship?* Five dollars a month, one hour each day.

*What is the tuition for the Typewriting alone?* Five dollars a month, one hour each day.

*What preparatory education is necessary?* An ordinary English education is all that is required at commencing. Students found deficient in any of these branches will receive particular attention in these studies, and may graduate with as high honors as others, by spending a little more time in the institution.

*Is the tuition ever refunded if the pupil is obliged to leave school?* No, the pupil can use the unexpired tuition at any time, but no money will be refunded under any circumstances.

*Do you ever give a pupil that has no money and is anxious to take the course a chance to work for his tuition?* If the pupil has no money we will give him a chance to work for part of his tuition as we are always ready to help those who are willing to help themselves.

*Do you give individual instruction to each pupil if desired?* Yes, we consider it a great help to the pupil to have the privilege of asking questions at any time and receiving help.

*What are the hours for study?* From 9 a. m. to 12 m., and from 1:30 p. m. to 4 p. m. The rooms are open from 8 a. m. to 6 p. m.

*What are the prospects for securing a good position when the course is completed?* The return of good times has made a greater demand for competent bookkeepers and stenographers than we ever had.

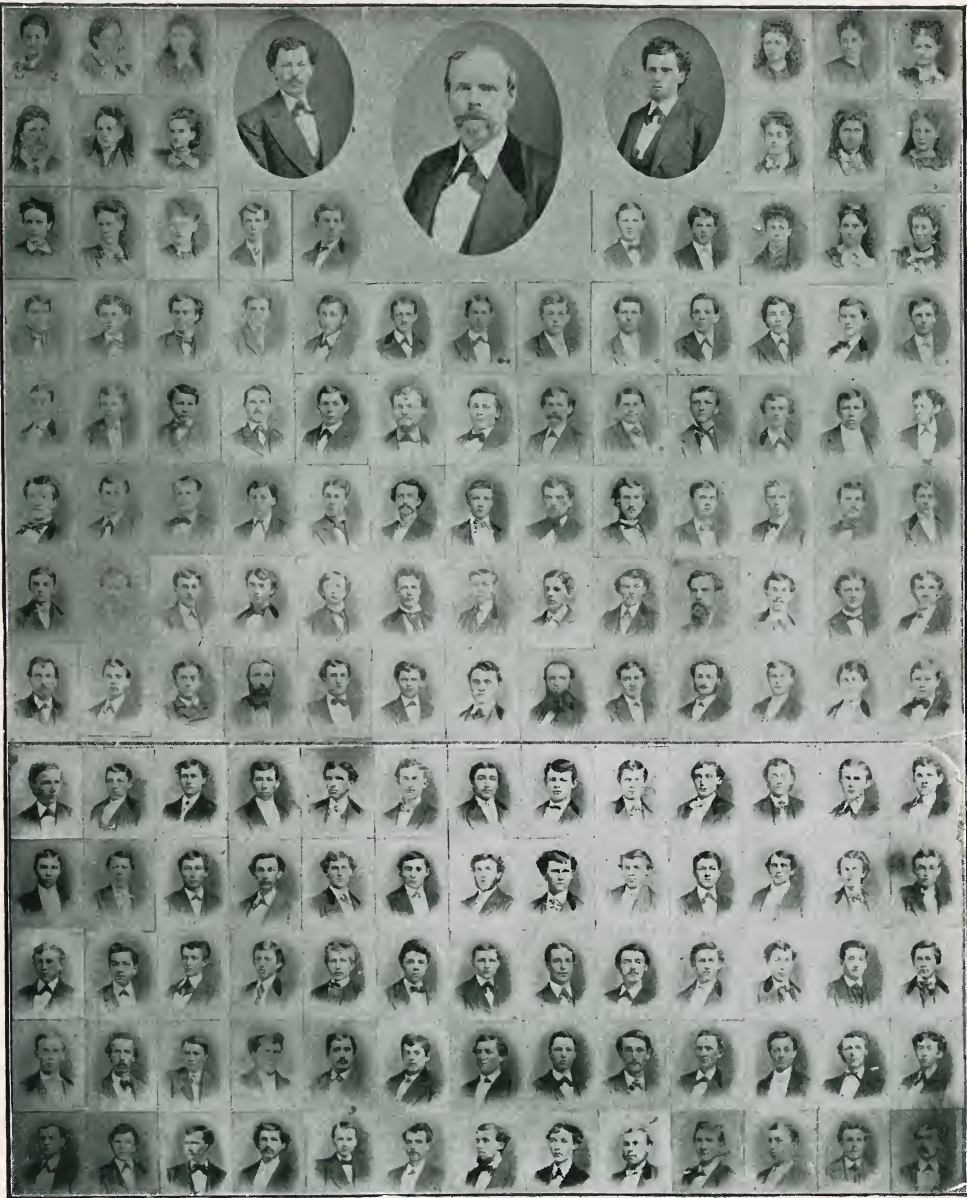
*Are scholarships transferable?* No.

*Do you teach by the actual business practice method?* We do, but first require the pupil to understand the principles thoroughly and then put them in practice.

*Can students work for their board?* Many of the pupils secure places to wait on table in restaurants and boarding houses.

*How long does it take to complete the course in Stenography?* The time depends upon the ability of the pupil. We have had students take positions at the end of three months, but more require from six to nine months.

Students and Teachers of Parsons' Business College,  
KALAMAZOO, MICH.,  
1875 AND 1876.





## QUESTIONS ANSWERED—Continued.

*Do you have examinations on commencing?* No examination is required for the business course.

*Does the pupil learn practical banking?* Yes. We have three banks in operation, where money is deposited, notes discounted, and collections made the same as in any bank.

*Is real money used in the bank?* Yes, in the bank of deposit where students wish to deposit their money and check it out as needed.

*How often are the directors elected?* Every two weeks, that all the students may have a chance to act as directors and learn all the duties of a banker.

*Do you have evening classes?* We have evening classes three evenings each week during the year. All branches are taught, the same as during the day.

*If time is lost by sickness, can it be made up at the end of the term?* It can.

*Do you prepare students for the railway mail service examinations?* Yes. Many of our graduates are filling good positions in the railway mail service and say they had no trouble in passing the examination.

*When is the best time to begin?* Now is the best time to commence. It is not necessary to wait until the commencement of the term. New classes are formed nearly every week in Shorthand.

*What reduction do you make if two or more enter from the same family at the same time?* Five per cent on each scholarship.

*Can a pupil take either course by mail?* Yes, we are prepared to give instruction by mail in any department.

*Do you give instruction in Grammar for those who need it?* Yes, but charge extra.

*What text book on Shorthand do you use?* We use our own book revised from the Munson System which is much shorter than the old system and much plainer for the pupil.

*Do you teach any other system of Shorthand?* Yes, if the pupil desires it. If you have been studying any other system and are advanced enough for dictation it will be better to continue without changing systems.

*What typewriter do you use?* The standard typewriter that is used more than any other is the Remington which is used by all first-class colleges.

## TESTIMONIALS FROM STUDENTS.

I find the course at Parsons' Business College to be thorough and practical. Great interest is shown all pupils.

Victoria Salisbury, East Jordan, Mich.

I have found Parsons' Business College to be first-class and all it is represented to be.

Wm. Prudden, Fulton, Mich.

I can cheerfully recommend Parsons' Business College to all who wish a thorough business education.

Jacob Johnson, Orangeville, Mich.

The method of instruction at Parsons' Business College is complete in every department.

J. L. Holmes, Corwin, Mich.

I consider the instruction very practical and cannot say too much in praise of the institution. The shorthand department is very efficient.

Guy Rankin, Kalamazoo, Mich.

I can cheerfully recommend Parsons' Business College. It is much better than I expected.

I. S. Deal, Oshtemo, Mich.

I am perfectly satisfied with the instruction given at Parsons' Business College.

J. A. Straehly, Bronson, Mich.

Parsons' Business College is up to date in every department. I can recommend it.

Fred Warfield, Lacota, Mich.

I have completed the business course at Parsons' Business College and am now taking shorthand. I can recommend the College.

A. C. Stout, Marshall, Mich.

I would advise every young man to attend Parsons' Business College. I am perfectly satisfied.

D. E. Goodrich, Comstock, Mich.

I conscientiously recommend the shorthand department of Parsons' Business College.

Helen G. Rowland, Lawrence, Mich.

Parsons' Business College is all it advertises to be.

Frank Finch, Partello, Mich.

I can cheerfully recommend the business and shorthand departments of Parsons' Business College.

Maude B. Stevens, Kalamazoo, Mich.

After less than five months' course, I filled a good position as stenographer which proves both the merits of the school and the system taught.

Edna L. Sharron, Kalamazoo.

I am thoroughly satisfied with the course of instruction at Parsons' Business College.

W. B. Ross, Galesburg, Mich.

I gladly recommend the teachers and course of instruction at Parsons' Business College.

R. R. Crockett, Kalamazoo.

Parsons' Business College is satisfactory in every respect.

H. A. Travis, Cooper, Mich.

Parsons' Business College is all that it is represented to be by its catalogue.

Bernice Gardner, Decatur, Mich.

I advise any person who wishes to become a thorough business man to attend Parsons' Business College.

W. J. Paine, Galesburg, Mich.

The instructors show great interest in the work of the pupils individually. I cheerfully recommend the College.

Nellie Strong, Union City, Mich.

I find every department of the College thorough and practical and take pleasure in recommending it.

F. C. Carus, Battle Creek, Mich.

I can recommend Parsons' Business College to anyone desiring a thorough business course.

F. A. Newton, Cooper.

Parsons' Business College is up to date in every respect.

E. P. Murray, Kalamazoo.

The shorthand department of Parsons' Business College is thorough and satisfactory in every way.

E. E. Adams, Kalamazoo, Mich.

I take pleasure in recommending the shorthand and business departments of Parsons' Business College.

C. F. Young, Schoolcraft, Mich.

I am perfectly satisfied in every respect with my course at Parsons' Business College.

C. H. Carrier, Kalamazoo, Mich.

I can heartily recommend Parsons' Business College. I am perfectly satisfied.

H. C. Kaas, Burr Oak, Mich.

I take pleasure in recommending Parsons' Business College.

Chas. Lindsley, Decatur Mich.

The course at Parsons' Business College is thorough and practical.

Nina Glover, Kalamazoo, Mich.

Parsons' Business College is worthy of the liberal patronage it is receiving.

F. C. Taylor, Kalamazoo.

**Any number of testimonials could be given if space would permit.**



*You can learn to write well at  
Parsons College in  
Kalamazoo Mich*

Copy Written with Parsons' Steel Pen, by W. F. Parsons.



**WILLIAMS' TRADE SCHOOL OF FINE ARTS.**

Instruction by Mail. Tools and Apparatus furnished. Catalogue free. Kalamazoo, Mich.

